



## IFHRA Racing Scholarship Fund Agreement

The IFHRA Racing Scholarship Fund (RSF) is designed to benefit both students of IFHRA member racing academies and employers within the horse racing and related industries. Students will work abroad in real-world situations gaining experience and benefitting from mentorships which will be a long-term benefit to future careers. At the same time, future employers will also benefit from students who have experienced the IFHRA RSF and who have therefore gained training in the newest practices our industry offers.

Following are instructions and the required forms which must be completed by both applicants, their racing school or relevant IFHRA representative and potential exchange mentors, so that the RSF can ensure that this is a positive, learning experience for all concerned.

1. **Student Application, Resume/CV and two letters of recommendation** – This application must be completed in order that a student applying to the IFHRA RSF can be screened and potentially approved by the relevant IFHRA committee(s). There will be three (3) pieces to this application: a.) The application form; b.) updated current resume/CV *Including* a personal statement detailing career aspirations and objectives in undertaking the exchange and; c.) two letters of recommendation
2. **Final Evaluation** – This is to be provided by and signed by the mentor.

An IFHRA RSF Coordinator will be named by the IFHRA Board whose responsibility it will be to respond to any questions or concerns relating to RSF mentorships and to ensure that such mentorship experiences are valuable, rewarding, and safe.



## RSF Agreement

This agreement is made between \_\_\_\_\_ (Student Name) and the International Federation of Horse Racing Academies (IFHRA). The purpose of this agreement is to provide current or recently graduated students of an IFHRA member racing academy or equivalent workforce training representative, the opportunity to enhance their training by gaining additional skills and supplementing the training that they have received at their home racing academy.

### **This work experience agreement ensures that the following standards are met:**

- The training will occur at the facilities of the mentor / host and will include actual use of horses or other facilities that will afford learning experiences as set forth in the training plan agreement.
- The training is for the benefit of the student.
- The student does not displace regular employees.
- The mentor who provides the training does not knowingly derive any immediate advantage from the activities of the student and, on occasion, accepts that his operation may actually be temporarily slowed.
- The student is not automatically entitled to a job at the conclusion of the training period.

### **The student agrees to:**

- Be courteous and considerate of the mentor, co-workers, and others.
- Be punctual, dependable, loyal to the mentor, and maintain company confidentiality.
- Notify the mentor or his/her designated supervisor, if required, as soon as possible if going to be late or unable to work.
- Keep such records of work experience or wages earned as required by this agreement.
- Conform to the policies and regulations of the mentor including an appropriate 'dress code' as may be required.
- Provide any medical release(s) or licenses as may be required in order to perform the required work assignments.
- Abide by any Training Plan developed and agreed upon by the mentor, IFHRA and the student.

**The IFHRA RFS Coordinator or the Relevant IFHRA Committee, on behalf of IFHRA, agrees to:**

- Prepare, with the assistance of the mentor, a suitable Training Plan for the approved student(s).
- Revise the Training Plan as needed to improve the student’s work experience.
- Recognize that much of the information gathered during the mentorship may be confidential and treat it accordingly.
- Make provisions for the student to receive prior or concurrent related instruction on a regularly scheduled basis as outlined in the Training Plan.

**The Mentor agrees to:**

- Take an active part in the training and supervision of the student while providing on-the-job instruction in accordance with the Training Plan.
- Evaluate or assist in the evaluation of the student’s performance on the job by providing an evaluation.
- If required, provide close supervision by an experienced and qualified member of his/her staff to avoid subjecting the student to unnecessary or unusual hazards.
- Notify IFHRA or the IFHRA Member racing school from where the student has come from, immediately in case of accident, sickness or any other serious problems.
- Give the same consideration to the student as given to other employees in regard to safety, health, and general employment conditions and other regulations of the business.
- Comply with all regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, marital status or age.
- Comply with any/all requirements regarding work status, insurance (if applicable) or any other such regulations.

This agreement covers all student- mentorship training plans and any related performance goals set forth thereof.

**Mentor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

***All signatures and information must be in place before this form is completed and ready to be copied and distributed!***



## Student Training Plan

(Student) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code / Zip: \_\_\_\_\_

Work Hours per Week: \_\_\_\_\_

Job Title: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Work Schedule      Mon: \_\_\_\_\_      Fri: \_\_\_\_\_

                         Tue: \_\_\_\_\_      Sat: \_\_\_\_\_

                         Wed: \_\_\_\_\_      Sun: \_\_\_\_\_

                         Thu: \_\_\_\_\_

Student will be trained and expected to complete the following performance goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# Sample Time Sheet/Work Evaluation Form

Work Period from (date) \_\_\_\_\_ to \_\_\_\_\_

<b>M/D/Y</b> <i>Ex. 6/1/15</i>																	
<b>Hours Worked</b> <i>Ex. 8</i>																	
<b>Rolling Total of Hours</b>																	

<b>Total Hours for Period</b>	
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Please rate student on items below using the following criteria:

**E = Excellent    G = Good    S = Satisfactory    B = Below Average    N = Needs Improvement**

<b>Attendance &amp; Punctuality</b>		<b>Appearance</b>		<b>Adaptability</b>	
<b>Quality of Work</b>		<b>Attitude</b>		<b>Initiative</b>	
<b>Quantity of Work</b>		<b>Ability to Communicate</b>		<b>Relations with Co-workers</b>	
<b>Time Management</b>		<b>Dependability</b>		<b>Reaction to supervision</b>	

Remarks:

I verify that this is a true and accurate statement of the student's attendance and evaluation.

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**Signature of Mentor / Employer or Designated Supervisor                      Date**